

The Kentucky Board of Licensure for Marriage and Family Therapists

**May 23, 2013
Minutes**

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The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on May 23, 2013.

Board Members Present:

Ms. Sandy Miller, Chair
Ms. Carolyn Miller-Cooper
Ms. Jane Prouty
Ms. Stephanie Head
Ms. Mary Badami

Occupations and Professions:

Marcia Egbert, Board Administrator

Office of the Attorney General:

Angela Evans for Angela Evans

Board Members Absent:

Mr. Richard Harmon

Call to Order: Chair Sandra Miller called the meeting to order at 11:46 a.m.

Introduction and Swearing In of New Board Member

Carolyn Benedict, Notary, swore in Mary G. Badami as a new Board member replacing Tom Robbins who resigned. Her term will expire July 15, 2015.

Minutes: The Board reviewed minutes from April 25, 2013 which included agenda items for the cancelled meeting of March 28, 2013. Stephanie Head made a motion to accept the minutes with corrections. Carolyn Miller-Cooper seconded the motion. The motion carried unanimously.

Board Monthly Financial Report:

The Board Monthly Financial Reports for July 1, 2012 through April 30, 2013 were reviewed. Jane Prouty made a motion to accept the Monthly Financial Report. Stephanie Head seconded the motion. The motion passed unanimously.

Attorney Report

Attorney Angela Evans submitted a draft amendment regarding Board Approved Supervisors being required to be licensed in Kentucky. Sandy Miller, Board Chair, tabled further discussion until the work session that is being scheduled in July.

O & P Report

Marcia Egbert reported the following:

Resource Management Analyst II – The register for the vacant position closed on March 7th. The applications have been reviewed and interviews will be conducted and the position will likely be filled by mid-May. In the interim Susan Ellis, Section Supervisor continues to update websites as needed until the position is filled.

Maternity Leave – Executive Director Courtney Bourne has returned from maternity leave.

Open Meetings Training – O & P Continues to work with the Attorney General's Office to schedule a date for Open Meetings Training and will pass the information on to the boards when arrangements are made.

Database – Work continues on the update of the O&P database – COT began work during the month of April to form a plan for Data Conversion.

Legislative Session – During the 2013 session of the General Assembly HB 440 was passed. This bill will become law effective July 1, 2013 and deals with taxpayers that are in noncompliance. The Department of Revenue is now tasked with identifying licensing agencies to obtain information for the purpose of tax compliance. State licensing boards will be responsible for providing information to the Department of Revenue including whether an individual holds an active license. If the individual owes taxes the Department of Revenue may request the license be terminated until the individual pays the amount owed.

Board Member Travel – The current mileage reimbursement rate for April-June will be .47 cents per mile. Also, meal reimbursement for board members will be "capped" at \$50 per meal. Tips will be reimbursed up to 20% of the total receipt.

Old Business

Responses to Old Business listed below from last month were reviewed with no further action being taken.

- a. E-Mail from Lonna Smith – Ethical Question
- b. E-Mail from Patricia Sheldon with KAMFT Division Conference Planning Committee – CEU Ethics Presentation for the future.
- c. E-mail from Michael Cornwall – Kentucky Medicaid
- d. E-Mail from Rev. James M. Harkness II – Practicum Question
- e. E-Mail from Jennifer Hayes – Supervision and Equivalent Course of Study Questions
- f. E-Mail from Laura Lesauskis – Transfer of Hours Question
- g. E-Mail from Mark Brengelman – LMFT Board CE Credit Question
- h. E-Mail from Samuel Rosa – Approval of CEU's in KY if approved in Mississippi
- i. E-Mail from Rachel Heyne – Question regarding Client Care between Graduation and receipt of MFT Associates License

- k. Letter from Paige Hord – Supervision and Clinical Hours
- l. Letter from Teresa Lloyd – Clarification on Raw Data for her Supervisee

New Business

The Board received an e-mail from Jack Morrison regarding the interpretation of KAR 201 in regard to raw data. The Board's response to Mr. Morrison is that the 50 hours of raw data supervision does apply to all Marriage and Family Therapist Associates. The only change in the regulation is that now all raw data must be logged on the supervision logs. Prior to the change it did not, but the licensees were required to obtain the raw data. In response to the other question he had, the Board stated that participants in group supervision cannot claim credit for raw data hours viewed and discussed in therapy videos presented by group members. Only the licensee's whose work it was is allowed to claim the raw data. Ms. Egbert will respond to Mr. Morrison.

The Board reviewed an e-mail from Scott Kennedy requesting an exception to policy with regard to supervisory hours for a Licensed Marriage and Family Therapist. The Board responded that he must apply for an Associates license and have a Plan of Supervision Contract in place before he can start counting hours. Ms. Egbert will respond to Mr. Kennedy.

The Board reviewed an e-mail from Melissa Reedy-Johnson requesting an extension of 60 additional days to the 90 day emergency approved supervision that she currently has with Mary Ann McClure. The Board approved the additional 60 days to be added on to the original date of May 29, 2013. Ms. Egbert will respond to Ms. Reedy-Johnson.

The Board asked Ms. Egbert if she had a record of the other two licensees' that had emergency supervisors. Ms. Egbert stated that she puts them on her calendar to be sure they don't get lost. She stated that one of them had submitted a new Plan of Supervision that would be ratified at the end of this meeting. The other licensee has terminated their license. The Board asked if there was a way to track these people on the database. Ms. Egbert stated that at this time the only place we could put that information would be in an info box that is within each file. She stated that it was very small and is used for everything. Ms. Egbert suggested that we request that there be some place within the new database to track things like this.

The Board made a recommendation that Ms. Egbert create an Excel spreadsheet showing any unusual action such as the number of cease and desist an individual licensee may have so that the Board could have that information to refer to in certain situations. Ms. Egbert said that she would explore some ways to accomplish this request.

The Board also asked Ms. Egbert if it were possible for her to create a "cover sheet with a dated timeline" for each licensee of occurring incidences, such as date application received, date application was granted licensure as an Associate, then as full licensure, etc. Ms. Egbert stated that it would take a large amount of her time to maintain that request, which she really doesn't have. She suggested that maybe she could create the

sheet and the Board could update when they are reviewing the applications as the licensee moved through the licensing procedure, etc. Then, when something happened out of the ordinary, she could update it. She stated that she would see what she could come up with before the next meeting.

The Board received a letter from Judith Stubbs requesting approval for Rev. James L. Close to become her AAMFT Supervisor Mentor as she continues her work as an AAMFT Supervisor Candidate. The Board responded that she is not required by the Board to obtain approval by the Marriage and Family Therapy Board for an AAMFT Supervisor Mentor. She would need to send the letter to AAMFT for that approval. Ms. Egbert will respond to Ms. Stubbs.

On May 28, 2013, Lyle Edwards submitted a written request to the Board for clarification on the reason cited for denying his application for full licensure. The Board has instructed Ms. Egbert to respond to Mr. Edwards with clarification provided to her by the Board.

The Board received an e-mail from Dave Clapper with his concerns with conflicting verbiage pertaining to 201 KAR 32:010, Section 1(3)(b) and 201 KAR 32:035, Section 2 (1)(c) & (d) in regard to Supervision requirements. The Board responded that they are aware of this and will be addressing it at their upcoming work session. Ms. Egbert will respond to Mr. Clapper.

Mr. Clapper also submitted a letter requesting guidance and clarification of hours of supervision of a licensee. Mary Badami recused herself and left the room as she is also a supervisor of the licensee of which Mr. Clapper is addressing. Mr. Clapper informed the Board that there was a conflict of dates where there was a gap in the licensee supervision hours. After review of the letter and the licensee's records with O&P, the Board instructed Ms. Egbert to respond to Mr. Clapper that the Board recognizes the conflict of dates where there was a gap in her supervision hours. The Board wants to clarify that the Board does not affirm or make the assumption that the licensee has completed the 50 hours of raw data because we have no documentation that shows that she does.

Complaints/Other Legal Matters

The Complaint Committee made the following recommendations to the Board:

- a. 2011-007 – Pending
- b. 2013-001 – Letter of Admonishment
- c. 2013-002 – Pending
- d. 2013-003 – File a Notice of Hearing and Complaint

Jane Prouty made a motion to accept the Complaint Committee's recommendations. Mary Badami seconded the motion. The motion passed unanimously.

Status Report as of 2/26/2013:

Active Licensee's for MFT's – 515
Active Licensee's for MFTA's – 115
Total Active Licensee's – 630

Application Review:

Stephanie Head made a motion to approve all applications, renewals, audits and CEU Provider Applications as reviewed and recommended by the committee this morning prior to the Board Meeting. Mary Badami seconded the motion. The motion passed unanimously.

Stephanie Head made a motion to approve the ratification of applications, renewals, audits and Provider Applications reviewed and issued from 4/25/2013 through 5/22/2013. Mary Badami seconded the motion. The motion passed unanimously.

Associates:

The following application for Marriage and Family Therapist Associates were approved: *Susan K. Bione-Grevious, Samantha Graves, Misti L. Hall, Rachel C. Heyne, Sheree A. Malone, Erin Ness Roberts, Lauren Ruedel*

The following Plans of Supervision for Marriage and Family Therapist Associates were approved: *Lete Ansera, Mary A. Arbaugh, Fran Ellers, Joel Klepac, Joshua Love, Shawn Stinson Jr.*

The following Renewals for Marriage and Family Therapist Associates were approved: *Damon Cobble, JoAnne Morris, Jane M. Owens, Emily Phan, Jennifer N. Wheeler*

The following Renewals for Marriage and Family Therapist Associates were deferred: *Allison Christine Hock, Michelle Finley*

LMFT:

The following application for licensed Marriage and Family Therapist was approved: *Melissa Marie Pearman*

The following applications for licensed Marriage and Family Therapist were deferred: *Ann-Margaret McIntosh, Mary Jo Mueller*

The following application for licensed Marriage and Family Therapist was denied: *Michelle Finley*

The following Renewal Audits for Marriage and Family Therapist were approved: *Mary M. Hargaden, Gary Landis, Marc Leibson, Teresa Lloyd, Bridget Lynn, Morgan, Jenny Saltzman, Willard David Sapp, Ernest Woodworth*

The following Renewal Audit for Marriage and Family Therapist was deferred: *Dana N. Christensen*

The following Renewal for Marriage and Family Therapist was approved with provisions: *Kathleen Hurd Peters*

The following Reinstatements for licenses as Marriage and Family Therapists were approved: *Michelle Deaton, Barbara Driskill, Dorney R. Thompson*

Ratification of Online Renewals for Marriage and Family Therapist were approved:
See attached list.

Results for Provider CEU Applications reviewed from 1/25/2013 thru 5/23/2013:

See attached spreadsheet.

The next meeting of the Marriage and Family Therapy Board has been re-scheduled for June 20, 2013 at 911 Leawood Drive, Frankfort, KY. Committees will meet at 8:30 a.m. with the Board Meeting to follow at 9:30 a.m.

The Board has scheduled a Work Session to be held July 26, 2013 beginning at 9:00 a.m. at 911 Leawood Drive, Frankfort, KY.

Mary Badami made a motion that Travel and Per Diem be paid to those who attended the regular Board Meeting on May 23, 2013. Stephanie Head seconded the motion. The motion passed unanimously.

The Marriage and Family Therapy Board meeting was adjourned by Chair Sandy Miller at 1:30 p.m.

Respectively Submitted:

Marcia Egbert
Board Administrator